

This position is being advertised under Merit Staffing Procedures.

TITLE, SERIES, GRADE: Budget Analyst, GS-560-12/13

SALARY RANGE: \$60,576.00 - \$78,745.00 (Including locality pay)
\$72,035.00 - \$93,643.00 (Including locality pay)

WORK SCHEDULE: Full-time

PROMOTION POTENTIAL: GS-13

VACANCY ANNOUNCEMENT NUMBER: 05-EOUSA-57

OPENING DATE: 10/19/2005 **CLOSING DATE:** 11/10/2005

DUTY LOCATION(S): Executive Office for U.S. Attorney's, Office of Legal Education,
Columbia, South Carolina

NUMBER OF VACANCIES: One (1)

CONTACT: Annette Rodriguez

Phone #: (202) 514-2461

Fax#: (202) 514-7463

TDD #: (202) 616-7888

Send your application package to:

Department of Justice

Executive Office for U.S. Attorneys'

Admin Programs Staff/H.R. Division

Attn: 05-EOUSA-57

600 E. Street NW, Room 8300

Washington, DC 20530

Applications must be RECEIVED by the closing date. Applications submitted using government postage or internal Federal government mail systems will not be considered. Please note that mail coming through our mail system can be delayed due to security screening, faxing your resume to our dedicated fax number is encouraged. Applications may be faxed by the closing date. Applicants will not be called to verify receipt of faxed resumes, your fax confirmation is your receipt. Emailed applications will not be accepted.

WHO MAY APPLY: Department of Justice - Permanent competitive service employees in the Department of Justice, including well-qualified surplus and displaced employees (CTAP) in the local commuting area. Persons eligible for non-competitive appointment under a special hiring authority also may apply (See #7 of this advertisement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially

completing 3 years of more of continuous active service may apply. Well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area also may apply.

DUTIES: This is a critical management position in the executive branch's primary training facility for attorneys and legal support staffs. The Office of Legal Education provides quality legal training to approximately 12,000 residential students per year, to include full lodging and travel services. Additional educational options are available through distance learning, video library, and audiotape. The incumbent coordinates and supervises the annual and multi-year office-wide budget and financial management responsibilities associated with the formulation, execution, financial reporting, and day to day financial operations of the Office of Legal Education, a program of national scope. The work is complicated by multiple funding mechanisms, contracts, and cooperative agreements. The incumbent develops budget requirements and recommends financial management procedures to accomplish long-term mission accomplishments and goals.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants must have at least 1 year of specialized experience equivalent to the GS-11 level to qualify at the GS-12 level. Applicants must have at least 1 year of specialized experience equivalent to the GS-12 level to qualify at the GS-13 level. Specialized experience is administrative work directly in or related to the duties of this position, which equipped the applicant with the necessary knowledge, skills, and abilities, to perform these duties successfully.

Selective Factor: You must address the following selective factors within your application or on a separate sheet of paper. If you do not meet the selective factors, you will not be rated basically qualified for this position.

Selective Factor: Ability to lead and manage a comprehensive financial management program.

Applicants must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position.

2. EVALUATION METHOD - Basically qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application and any job-related information contained in supplemental material, e.g., justification for awards, and performance ratings or letters of commendation in relationship to the following Knowledge, Skills, and Abilities (KSAs):

A) Ability to conduct comprehensive financial analysis of large and complex programs (such as multi-million dollar grants, contracts, reimbursable agreements and/or cooperative agreements);

B) Ability to develop and render authoritative interpretations of executive orders, the Federal Travel Regulations, OMB guidelines and directives, and policy and precedents within and across agency lines;

C) Ability to use automated accounting systems to develop and present complex financial management information in formats that are clear, concise, and thoroughly researched to aid management in decision making. The automated accounting system used by the Office of Legal Education is FMIS2+

Applicants are encouraged to submit a concise, narrative statement addressing how their background meets each of the KSA's listed above. Failure to do so may result in either disqualification for the position or a lower score in the evaluation process.

3. HOW TO APPLY -

Submit the following documents:

--Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

If a resume is submitted, it must include all of the following applicable information:

PERSONAL INFORMATION:

- ☐ Full name, mailing address, and day and evening phone numbers including area codes
- ☐ Social Security Number
- ☐ Country of citizenship (this position requires United States citizenship)
- ☐ Veterans' preference
- ☐ Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- ☐ Names of high school attended, city, state, and zip code, date of diploma or GED
- ☐ Name of college and university attended, city, state, zip code
- ☐ Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- ☐ Copy of college transcript only if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

_Job title (include series and grade if a Federal job)

_Duties and accomplishments

_Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)

_Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

_Job-related training courses (title and year)

_Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed

_Job-related certificates and licenses (such as contracting authority - include current only)

_Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses may be authorized in accordance with applicable regulations.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

The selectee is subject to the satisfactory completion of a one-year supervisory or managerial probationary period unless this requirement has been met previously.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.